

Adobe Acrobat – Quick Start Guide for Use of PDF

Help. There is a comprehensive help function included with Adobe Acrobat. Acrobat Help is structured just like a users manual with a Table of Contents on Page 4 and Index on pages 258-284.

Creating a PDF Document – From Document in Electronic Format. Acrobat uses Acrobat Distiller—a simulated printer—to create Adobe PDF files. All the components necessary to create this simulated printer will be installed and configured automatically when a typical installation of Acrobat is done. The default Distiller job option is eBook, which provides optimization suitable for most general purposes.

To actually create a PDF document -Go through the process of “printing” a document following the steps below. No physical printing occurs.

1. Open the document
2. Select File>Print
3. Select Acrobat Distiller as the printer and then Select Print (WordPerfect) or OK (MS Word).
4. In the “Select PDF File As” dialog box select the file location where you want the PDF document to be stored.
5. Select Save (This is very much like saving any type of file)
6. Adobe Acrobat will open and the document will appear on the screen as a PDF document. It has also already been saved as a PDF file (.pdf) at the location you selected in step 4, above

Converting Scanned Documents To Adobe PDF. You can use Acrobat with a scanner to create a PDF file from a paper document. The resulting file is a PDF Image Only file—that is, a bitmap picture of the pages that can be viewed in Acrobat but not searched.

To scan pages from a paper document:

1. Start your scanner, and place the first page in it.
2. In Acrobat, choose File > Import > Scan.
3. Choose the scanner and a page format from the pop-up menus.
4. Select whether to add the scanned pages to the end of the current PDF file or to put them in a new file.
5. Click OK or SCAN.
6. Set the scanning options in the scanner’s interface. Some scanners open a dialog box with options, and others display a menu bar that gives you access to commands for setting options. In most cases, you also need to click a Scan button or send the page to the scanner in some other way. See the documentation that came with your scanner for details.
7. For each additional page you want to scan, place the page in the scanner, and click Next in the Acrobat dialog box that appears.
8. Click Done. The scanned pages open in Acrobat.

Combining PDF Files. Acrobat allows you to combine one or more PDF files with another and specify where the new file is placed in the target document.

To combine two PDF files – Basic Approach:

1. Insure both documents are in PDF format
2. With the target document open, choose Document > Insert Pages.
3. In the Select File to Insert dialog box, select the source document you want to insert into the target document, and click Select.
4. In the Insert Pages dialog box, specify whether you want to insert the document before or after the specified page.
5. Specify whether the document is to be inserted before or after the first page, last page, or enter a page number.

6. Click OK.

To combine PDF files by dragging and dropping (Windows):

1. Set up your Windows environment so that Acrobat and Windows Explorer windows are tiled side by side.
2. Select and drag files from Windows Explorer to the document area of an open PDF file. If you selected multiple files, press Ctrl while dragging to insert the files. If you press Ctrl, the files are added automatically without the Insert dialog box appearing.
3. In the Insert Pages dialog box, specify whether you want to insert the document Before or After the specified page.
4. Specify whether the file is to be inserted before or after the first page, last page, or enter a page number.
5. Click OK.

Navigation Pane. This is a section of the screen which, when visible allows you to work with bookmarks and thumbnails. If, when you open a document in PDF format you do not see tabs on the left side for the navigation pane, drag the left edge of the screen slightly to the right.

Working With Bookmarks. A bookmark is a link to text in the navigation pane. Each bookmark in the navigation pane goes to a different view or page in the document. You can use electronic bookmarks as you would paper bookmarks, to mark a place in a document to which you want to return.

To create a new bookmark in the current document:

1. Click the Bookmarks tab in the navigation pane (left side of screen) to bring the Bookmarks palette to the front.
2. If there are already bookmarks click the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list. If there are no bookmarks this step is N/A.
3. Navigate in the PDF document to where you want the bookmark to link.
4. Choose the New Bookmark icon at the top left of the navigation pane, or from the drop-down menu, select New Bookmark.
5. Enter the text for the bookmark label, and press Enter (Windows) or Return (Mac OS). Bookmark labels can be up to 128 characters long.
6. To make sure the correct location and magnification are set, go to another page in the document, and then test the bookmark.
7. To eliminate viewing the Bookmarks, drag the left margin of the pane showing the document, all the way to the left of the screen, or click on the Bookmarks tab.

Thumbnails. Thumbnails are miniature previews of the pages in a document. They are in the navigation pane: You can use thumbnails to jump quickly to a selected page and to print, move, insert, copy, replace, and delete pages. Clicking a thumbnail takes you directly to the corresponding page. Moving, copying, or deleting a thumbnail actually moves, copies, or deletes the corresponding page.

To view thumbnails:

1. Select the Thumbnails tab on the navigation pane
2. You can use the small thumbnails option to display more pages in the Thumbnails palette
3. You can see more thumbnails simultaneously by dragging the right edge of the thumbnail palette to the right.
4. To eliminate viewing the Thumbnails, drag the left margin of the pane showing the document, all the way to the left of the screen, or click on the Thumbnails tab.

To move, copy, or delete a PDF page within a document using a thumbnail:

1. To move a thumbnail page, select and drag the thumbnail page number box, or the thumbnail itself, to the new location. The thumbnail page is inserted at that point in the document, and the pages are renumbered.
2. To copy a thumbnail page, hold down Ctrl as you drag. When copying a thumbnail page, the page icon at the lower right of the cursor contains a plus sign (+).
3. To delete a page, select the thumbnail for the page and either click the trash can icon, click the right mouse key and select “Delete Pages” or press the delete key on the keyboard.

To move or copy a PDF page between documents using a thumbnail:

1. Open both PDF documents, and display them side by side with their navigation panes showing the Thumbnails palette. To do this open both document and then select Windows > Tile>Vertically.
2. If the Thumbnails are not visible, Select the Thumbnails tab on the navigation pane.
3. Select one or more Thumbnails.
4. To copy a Thumbnail page, drag it into the thumbnail area of the target document. Release the mouse button when the black bar is in the correct location. The Thumbnail page is copied into the document, and the pages are renumbered.
5. To move a Thumbnail page, select the thumbnail and then hold down Ctrl as you drag. The Thumbnail page is inserted into the target document and deleted from the source document. The pages are renumbered.

Saving Adobe PDF Documents To Other Formats. (e.g. Text, .txt and Rich Text, .rtf)

To save an Adobe PDF document to another format:

1. Choose File > Save As.
2. Enter a filename, specify a location for the new file, and choose a file type from the Save as Type menu to save the file in a format other than Adobe PDF.
3. Click Save.

Extracting Pages. You can extract pages from a PDF document and save them to a separate PDF file. (When you extract a page from a PDF document, all comments, form fields, and links associated with the page content are also extracted.

To extract a page:

1. Choose Document > Extract Pages.
2. Specify the range of pages to extract.
3. Select Delete Pages After Extracting or leave it blank. If you do not select Delete Pages, the extracted pages are copied to a new file, but they also remain in the original document.
4. Click OK. If you choose Delete Pages After Extracting, you need to click OK again to confirm the deletion. A new document is opened with the name *Pages from <document_name.pdf>*.

Deleting And Replacing Pages. You can delete pages from a PDF document with the Delete Pages command or by deleting the page’s Thumbnail. You can minimize the size of the document file by using the Save As command after deleting pages. If you want to keep a copy of the original document intact, use the Save As command, and save the restructured document under a new name. ***Important: You cannot undo the Delete Pages command.***

There may be times when you want to replace an entire PDF page with another PDF page. When you replace a page, only the text and graphics on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected. Likewise, bookmarks and links that may have been previously associated with the replacement page do not carry over.

To delete a page or pages using the Delete Pages command:

1. Choose Document > Delete Pages.
2. Enter the page range to be deleted, and click OK. Click OK on the prompt dialog box for final acceptance. You cannot delete all pages; at least one page must remain in the document.

To delete a page or pages using a Thumbnail:

1. Select the page number box of the Thumbnail or the Thumbnail itself.
2. Shift-click to select a range of Thumbnails or use Ctrl-click to select multiple individual Thumbnails.
3. Choose Edit > Delete
4. Click OK

Pagination: When combining PDF documents, the pagination remains the same as on the individual documents. Acrobat does not re-paginate. (Note: There is a section in Acrobat Help on Renumbering, but it addresses renumbering for manipulation within Acrobat and does not address renumbering the actual underlying documents.)

Tool Bar Options. The function will be identified when you place the cursor over a tool bar option. Most options are either self-explanatory or with a little experimentation. A couple commonly used items are as follows.

Copying Text: To copy text from a document, you must first select the Text Select Tool icon from the tool bar. Then you can highlight the text you wish to copy and paste elsewhere.

Underlining and Highlighting. When these features are used, the text can be eliminated by using the cursor and then using the Delete function. This will not delete the underlying text in the document.